

Syllabus for ENC 1102, Freshman Composition II

Valencia Community College Spring 2009

Instructor:	Robin L. Simmons
Office:	3-255, West Campus
Time and Place:	CRN 21397 TR 10 – 11:15 a.m. 1-147
Office Hours:	Check the schedule on my door or call for an appointment.
Phone:	407.582.1171 [So that we both have a record of the question and the answer, the best method of contact is email from your Atlas account.]
Email:	rsimmons@valenciacc.edu [I read email from Atlas only.]
Required Reading:	All reading assignments will be available online. Check the course website for details.
Course Website:	http://rlsimmons.blogs.com/enc1102/

Catalog Description

Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110. Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if ENC 1102 is used to satisfy Gordon Rule and general education requirements.

Course Description

The purpose of ENC 1102 is to teach you to think logically, especially when you read and write. Our attention will be divided between two major responsibilities: 1) the production of a correct and effective research paper, and 2) an introduction to reading and writing about literature.

This course will also teach many of the essay and grammar competencies that you will encounter on CLAST, the College Level Academic Skills Test, if you are required to take this exam.

Completing all of these tasks will require that you meet the four core competencies of a Valencia Community College graduate: think, value, communicate, and act.

Attendance and Decorum

The decision to take this course is yours. Once you make that commitment, you have responsibilities to everyone else in the room.

You cannot master the course objectives if you are not in class to learn them. So I expect everyone to attend all classes. After **three** absences, you will have seriously jeopardized your chances of passing this course, and I may choose to exercise my right to withdraw you. This class is so important to your intellectual growth that you won't want to miss a single minute of it. **Each absence costs 25 points of your 200-point participation grade.**

Make certain that you get credit for your presence by signing the attendance sheet every day. It is **your** responsibility to remember this simple task. Forgetting to sign in equals an absence.

Interrupting class after it has begun is disrespectful to both the professor and the other students. So I also expect everyone to arrive to class on time and stay until the end. **Starting on Wednesday, January 21, each late entrance or early departure will count as half an absence.** Plan accordingly. **Each interruption costs 15 points of your 200-point participation grade.**

I never ask students to demonstrate behavior that I do not ask of myself as well, so I will give the entire class 25 free participation points if I ever fail to arrive on time.

Take care of bathroom visits, eating, and phone calls before class or after, not during it. When you enter the classroom, **turn off and put away all electronic devices, including laptop computers.**

Any behavior that disrupts the learning of the class will result in a student's **immediate withdrawal.**

Atlas Policy

Since every member of the Valencia community now has an Atlas account, and since the Valencia server will screen all Atlas correspondence for viruses and inappropriate material, I will open and read only those messages that you send from Atlas. **I will delete unread any messages from other email sources.** Keep these things in mind:

- Always check "Save a copy to the 'Sent' folder" before you press "Send" as evidence that you did attempt to contact me about an absence or deliver an assignment on time.

- Check your Atlas account for new information about this class at least twice a week.
- Do not let your mailbox become so choked with old email that the server cannot deliver new messages.

Computer Excuses

I do not accept technological problems at home as excuses for late work. If you are unable to complete your assignments on your own computer, print a hardcopy, and/or send an electronic copy via Atlas email, then I expect you to drive to campus and finish the work at one of the college's computer labs. I buy "My hard drive crashed" with the same skepticism as "The dog ate my homework."

Academic Honesty

An instance of academic dishonesty—any kind of cheating or fraud—will result in a zero for the assignment and/or no credit for attendance on the day(s) the dishonesty occurred.

The biggest concern in a composition class is plagiarism. *The American Heritage College Dictionary* defines plagiarism this way: "To use and pass off as one's own the ideas or writings of another." To avoid this serious academic offence, document any direct quotations or ideas that you find and use in your papers. Visit the Library website for information on *what* and *how* to document:

<http://www.valenciacollege.edu/library/west/research/documentation.asp>

Make note of these two important policies concerning academic honesty:

- First, you must submit *original* papers for ENC 1102, not essays submitted in any other course during any other semester, not even a previous attempt at ENC 1102. Turning in the same essay for two different courses is considered *self-plagiarism* and will result in a *WF* for this course.
- Second, copying and pasting from Internet sources without providing correct documentation is *not* college-level work. The first instance—*even if it is a single sentence*—will result in a grade of zero for the assignment. The second instance will result in your immediate withdrawal from the course.

Valencia Community College subscribes to **Turnitin.com**. This website allows faculty to upload student writing so that software can compare the papers to every available electronic resource in the world, looking for parts that match. Any assignment that you submit is subject to analysis at **Turnitin.com**.

Withdrawals

If you decide to drop this course for any reason, you must initiate the process. ***The deadline this session for withdrawing with a W is Friday, March 20, 2009.***

Grades

Your grade in this class will be an average of all assignments, quizzes, and the final exam, none of which are optional. Participation counts for 200 points, the equivalent of two quizzes. ***All grades average equally.*** A = 100 - 90; B = 89.99 - 80; C = 79.99 - 70; D = 69.99 - 60; F = 59.99 - 0.

This class does ***not*** offer extra credit or rewrites for assignments that received bad scores. No grade will be dropped or curved. To earn the highest possible score, read ***all*** of the assigned readings, follow ***all*** of the directions at the website, email me with questions prior to submission, and proofread carefully for sentence errors. Before you press "Send" for assignments that must be emailed, confirm that you have attached the right file(s).

Since three CLAST ***math*** skills are "calculate percent increase and percent decrease," "identify a reasonable estimate of a sum, average, or product," and "solve real-world problems which involve the use of percent," I expect you to determine what your grade is on your own. The math is easy: Add up all of your scores, including any zeros for assignments that you did not complete, and divide by the number of assignments. The resulting number is your average in the course.

Final Examination

We are scheduled to take our final exam from 10 a.m. – 12:30 p.m. on Tuesday, April 28. This means that I will accept your final exam no later than ***12:30 p.m. on Tuesday, April 28.***

Make-ups

When you cannot help missing class, follow the procedures below.

If you miss a class, you cannot make it up. ***Please note that you are 100% responsible for the information, handouts, and assignments you miss when you neglect to attend class.*** Visit the course web site to find out what we did. Here is the address: <http://rlsimmons.bloggs.com/enc1102/>

If you miss handing in a writing assignment, you lose 5 points per day. Once the paper is five days late, I will not accept it for a grade. The email timestamp will indicate when the work arrived.

Special note: Three assignments—the pitch, the final draft of the research essay, and your final exam—must be submitted on time; otherwise, you will receive a zero for the assignment(s).

If you miss a quiz or an in-class writing assignment, you cannot make it up unless you have arranged **in advance** to do the work in my office during office hours. Once the class takes the quiz or writes the paper, the opportunity for earning a grade ends. Anyone who arrives **after** the class has finished a reading quiz earns a zero, so be sure to arrive to class on time.

If you miss the final examination, you will receive an **F** for this course. No exceptions.

Materials

You will need the following materials:

- Plenty of 8½ by 11-inch, **fuzzy-less** paper
- A highlighter
- A 1 – 1 ½ inch, three-ring notebook with three dividers [Bring your organized portfolio to class **every day**.]
- A dictionary
- A valid Valencia Community College library code
- A print card with a \$5 balance

Format

- All assignments must be on white, 8½ by 11-inch, fuzzy-less paper.
- **You must use a computer to word process all out-of-class work.** The font size should be 12 point.
- During **in-class** work, use blue or black ballpoint pen.
- The **final draft** of every essay must be a minimum of 500 words. Any essay that does not meet this minimum requirement will receive a failing grade.
- Use **one** side of the page. Do **not** print or write on the **back**.
- Double-space the assignment. Do **not** add extra space between paragraphs.
- Maintain a one-inch margin on both the left and right sides of the page.
- Do not staple, paper clip, or fold down the corners of the pages. Do not place assignments in folders or plastic covers. Hand everything in **loose**.
- In the top left-hand corner **of the first page**, provide the following information:

Your name
Professor Simmons
ENC 1102
Date

- For out-of-class work, be sure to send the required email copy from your Atlas account. The time stamp on the email indicates when you submitted the assignment.
- Be sure that your name is on your work. ***If I receive an assignment without a name, it will earn zero points.***

For Your Own Protection

You are required to send me an email copy of all out-of-class writing assignments. Always check “Save a copy to the ‘Sent’ folder” before you press “Send.” I will use the time stamp on the assignment email to determine if your work has arrived on time. Do not delete these emails until after you have received a final grade for the semester.

Additional Resources

The Online Resource for ENC 1102, Freshman Composition II. Here you can find, among other things, most of the handouts that I distribute in class. Visit the web site at this address: <http://rlsimmons.blogs.com/enc1102/>

The Library [Building 6]. Books, magazines and newspapers are available. You have full Internet access and email opportunities from the computers on the first and second floors.

The Computer Lab [6-101]. As a Valencia student, you may use the computer lab to word process your papers for Valencia classes. This lab no longer supports floppy disks. ***The staff recommends that you purchase a USB Flash Drive.*** To use the lab, a photo ID is required.

WebCT Help. To correct issues with WebCT, call **407-582-5600**. This class will often use WebCT for testing; it is your responsibility to maintain access to this resource.

Course Calendar

Visit the course website for daily homework: <http://rlsimmons.blogs.com/enc1102/>